SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

Tuesday, April 10th, 2012

Meeting called to order at 5:13pm by Carlos Duarte.

*In Attendance:*

Arcadia Falcone

Carlos Duarte

Ellie Dickson

Elliot Williams

Emily Perkins

Jessica Gauthier

Kristin Law

Kristen Marx

Meg Eastwood

Megan Dirickson

*Action items (our to-do list as a board) are indicated in italic font.*

*I. Re-registering SAA*

*SAA needs to be re-registered as an official student group by April 22nd.* Carlos, Kristen and Elliot have been taking care of the re-registration process as our official safety representatives. They just need to know how many official members we have (between 36 and 40, currently), and we need to pay $10.

*II. Spring Repository Trip to Houston*

The trip is happening next Friday, April 20th. Elliot already sent the sign-up for the trip to the chapter listserv, and he’ll send it to the insider listserv tonight. We’re going to start arranging carpools this weekend based on the sign-up sheet and can finish at the pre-trip meeting on Tuesday night. If some people would like to take the bus one or both ways, the Kerrville Bus Company goes from the Dobie Mall on campus to Houston to Dobie Mall, for $10 one-way or $20 round trip (see http://www.iridekbc.com/dobie.asp).

Drivers need to show proof of their car insurance. As we discussed at the last meeting, we’ll be reimbursing drivers for half of the costs of gas if they are willing to carpool. If drivers want to be reimbursed, they’ll have to fill out an additional form and send it back to Arcadia by Wednesday, April 18th.

*On Saturday or Sunday, Elliot will send an email to people who have signed up to remind them about the pre-trip meeting and start arranging carpools, and Arcadia will coordinate with him so he can include the information about the driver reimbursement paperwork*. Arcadia is meeting with Ann Seago tomorrow about treasury matters and can check about how reimbursements for gas will work. We’re hoping to do per-mile reimbursements rather than having the drivers save their gas receipts.

*III. Archives Week Preparation*

We’d like to have the theme be related to costumes, fabrics, or textiles and are in the market for a good tagline/theme (puns are welcome). We’d like to incorporate Halloween into the marketing somehow, if we go with a costumes theme (the AHC will pick the dates for Archives Week, but it’s usually close to Halloween). Traditionally, Archives Week includes two evening talks by visiting archivists (on some combination of M,T,W,Th nights), and a Preservation Clinic at the Austin History Center on Saturday morning. Since we’re planning a costumes/textile theme, we’d also like to incorporate a tour of the costumes department at the HRC.

The board liked Dr. Gracy’s idea of inviting the Levi Strauss archivist – Carlos will try to get in contact with her after we make our final decisions about Archives Week speakers. *We’ll have a board meeting at 5pm before the pre-trip meeting next Tuesday* to decide which speakers we’d like to invite for Archives Week. Before then, *we should all consider the options on the Archives Week brainstorming google doc that Kristen sent to the board listserv and add any new speaker ideas we dream up.*

*IV. Pre-Trip Meeting and Registration-Related Happy Hour*

The pre-trip meeting will be next Tuesday, April 17th at 5:30 pm in the Tocker Student Lounge. People who are planning on going to Houston should come to fill out paperwork and finish arranging carpools. *Elliot is going to bring copies of the paperwork to the meeting.*

At 6:30pm, we’re going to invite the chapter to join us for an informal happy hour at the Dog and Duck to discuss class registration. Registration starts on Monday morning, but fall registration for returning students is much more relaxed than for incoming students – you’ll have the time and opportunity to switch classes if a chapter members tells you about a fabulous archives class you ought to take.

*Kristen will send an e-mail to the chapter about the registration happy hour.*

*V. New Marketing Secretary*

Maggie Bond is stepping down from the board, and Carlos has appointed Emily Perkins to take her place as Marketing Secretary.

*VI. Mentorship Program for Incoming Students*

We discussed running the SAA mentorship program again next fall for incoming students, but we don’t want to compete with the new SASI mentorship program. *Megan will look into coordinating with SASI* so that SAA members who sign up to be mentors can be matched with incoming students interested in archives. We discussed other ways to reach out to incoming students via our Facebook page, since Kristen said that the Facebook page for incoming iSchool students was very helpful last year.

*VII. Other notes*

For Preservation Week, CHIPS and ArTex will host a reception in the Tocker Student Lounge and people will have the option to tour the Book Lab or the Digital Archaeology Lab. If they need help with the reception, they’ll let us know. If people go, please wear your SAA shirts.

Speaking of t-shirts, we brainstormed a few ideas for new t-shirts to sell at orientation and the SAA annual meeting. We might re-print the Texas Archives shirts with orange print on navy blue shirts with a different font than last year. *Meg will ask Kathryn who printed the t-shirts for the Edible Book Festival, since they had a good vendor.*

We discussed inviting recent iSchool graduates Tiffany Shropshire and Amanda Norman to talk to the chapter about their experiences with starting an archive as a new professional – we think it’s too late to plan anything for this spring but would like to pursue the idea next fall.

If you’d like to *apply for a SASI conference grant to attend SAA in San Diego*, the deadline is April 27th. Instructions from the SASI e-mail: “To apply, send a paragraph to sasi@utlists.utexas.edu with information about the conference you are attending, the amount requested, if you are presenting or not, and how you plan on sharing what you learn at the conference with the rest of the iSchool. Add in any other details that you think are relevant to how we will perceive your contribution. The grants are offered as reimbursals, so even if the conference is between January and the deadline for application (April 27) you can still be paid.”

This meeting is adjourned, 6pm.